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24 September 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Field Finance and Logistics

The latest FF&L Course ended on 17 September. On the basis of their performance during the course, the eleven students who completed all phases of the course should be able to move into their new field assignments with relative ease.

2. Trends and Highlights

The thirty-first running of the Support Services Review: Trends and Highlights was conducted at the [redacted] 13-17 September. Thirteen women and thirty men attended. Student critiques were most favorable. The Course Administrator, [redacted] was assisted for the first time by [redacted]

3. ACT-1

We have received two IBM Selectric #715 typewriters on a 60-day temporary loan. These typewriters will be utilized in an experiment to determine how easily secretaries will be able to learn how to prepare cables using the Selectrics and the new cable forms required once the Automated Communications Terminal (ACT-1) is activated. This experiment is intended to assist us in determining how much training, if any, will be needed in support of ACT-1. At the moment it appears to us that the instructions which have been written by the Cable Secretariat are sufficiently complete and lucid so that a special training course will be unnecessary.

B. MANAGEMENT TRAINING

1. Planning and Control of Work - Workshop (PCW)

This new training program was presented for the first time on Thursday, 23 September, to 12 participants representing all Directorates except the Clandestine Service. Grades of the students ranged from GS-06 through GS-13 and nine students are in the GS-11 to GS-13 range. As of this

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writing, the workshop is still underway and student reaction to this effort is accordingly not available.

2. Performance Appraisal Workshop (PAW)

Thirty-four participants, grades GS-09 through GS-15 representing all Directorates, attended a one-day session of the Workshop on 21 September. Thirteen (54%) of the participants were in grades GS-12 to GS-15. This presentation was the first to be opened for general enrollment. Student reactions were favorable, but we believe that some re-working of the program is advisable prior to the next session. Interestingly enough, as of this relatively early date, 43 registrations have been received for the session scheduled for 9 November.

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3. DELPHI

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On Wednesday morning, 22 September, [redacted] [redacted] briefed the 20 officers participating in the new Senior Seminar on the DELPHI approach to decision-making. He also distributed the Round I questionnaire, part of a three-round illustrative exercise in which the officers will act as respondents. Round II will be given to Seminar members on 6 October.

C. GENERAL

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1. Mrs. [redacted] was the OTR representative at the Annual Awards Ceremony for personnel eligible to receive certificates for their years of service as Agency employees. Mrs. [redacted] received a certificate for twenty years of service.

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2. Mrs. [redacted] attended the TOC/ASTD luncheon at the George Washington University Club on 16 September. The topic was "The Assessment Center: A New Tool in Personnel Selection and Development." The guest speaker for this luncheon was Dr. Douglas Bray, Director of Manpower Action Programs, AT&T's assessment center concept.

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3. [redacted] father-in-law died on Tuesday after a protracted illness. [redacted] will be in Boston attending to family affairs until about 27 September.

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[redacted]
✓ Chief, Support School

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